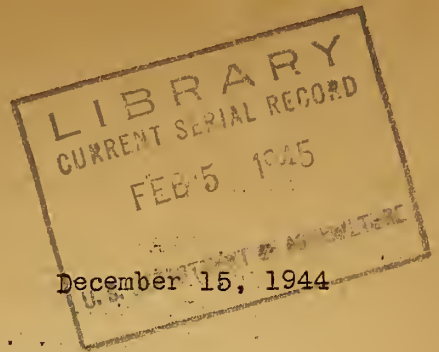


Historic, Archive Document

Do not assume content reflects current
scientific knowledge, policies, or practices.

1.9422
IN 1151

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.



INDUSTRY OPERATIONS BRANCH MEMORANDUM NO. 3

Supplement No. 1

To: All Commodity Branch Chiefs and Regional Directors
From: K. W. Berkey, Chief, Industry Operations Branch
Subject: Policy and Procedure for making nominations for the War Food Administration Star Award

General

All applicable policies stated for "A" Award apply to Star Awards.

Star Award nomination forms must be filled out and returned promptly in order that the War Food Administration may live up to its obligation of considering plants maintaining good records after receiving the previous award.

Eligibility

The War Food Administration will consider that a plant is eligible for consideration for the Star Award at the following intervals: (1) For year-round processors, at the end of a full year immediately following the latest year covered in the production record, item 1, page 2, of the original nomination; (2) for seasonal processors, at the completion of the processing season immediately following the latest season covered in the production record, item 1, page 2, of the original nomination.

Employees Eligible to Receive the "A" Award Pins When Plant is Granted the Star Award

The same regulations governing the classification of employees eligible to receive the pins, as covered in the "War Food Administration Achievement 'A' Award Manual," issued February 1944, apply when a plant is granted the Star Award.

The following employees, in eligible classifications, may receive the pins: Full and part-time employees who have been on the plant payroll at any time since the original award was granted. No employees added to the plant payroll after the date of receipt by the plant of the Two-Star Flag are eligible to receive the pins unless and until another Star Award is granted the following year.

Procedure Relative to Preparation and Submission of Forms FDA-814 and FDA-815

1. Form No. FDA-814, "Nomination for the War Food Administration Star Award," and Form No. FDA-815, "Information to be Compiled by Plant," will be mailed to the Regional Director by the Industry Operations Branch, Office of Distribution, WFA, Washington, D.C., and that Branch will have typed in on these forms the name of the plant that is under consideration for the award.
2. The Regional Director will, in turn, mail Form No. FDA-815 to the plant for completion. At the same time he should obtain as much information as possible from all available sources relative to the plant's record for the past year or season which would indicate whether the plant should be recommended for the Star Award. In the event that the Regional Director should receive information that appears to conflict, he should make his recommendation in the light of such conflicting information, but should incorporate all factors in the nomination, Form No. FDA-814, for final decision by the "A" Award Board.
3. After Form No. FDA-815 has been completed by the plant and returned to the Regional Director, and the Regional Director has executed Form No. FDA-814, both forms should be returned simultaneously to the Industry Operations Branch in Washington, for review by that Branch, the appropriate Commodity Branch, and the WFA Achievement "A" Award Board.
4. If it appears to be more practicable, and the Regional Director so desires, he may delegate to the appropriate District Representatives in his region the authority for mailing Form No. FDA-815 to the plant and for completing the information required in Form No. FDA-814. Both forms should in all cases, however, be reviewed by the Regional Director and the nomination, Form No. 814, must be signed by him before the completed forms are forwarded to the Industry Operations Branch in Washington. An original and one copy of each of these forms should then be sent to that Branch.
5. If authority is delegated by the Regional Director to District Representatives for preparing the nomination, Form No. FDA-814, then Form FDA-815 should be returned to those representatives by the plant under consideration for the award, as the representative designated to complete the information in Form No. FDA-814 must have the form executed by the plant in his possession to assist him in making his recommendation relative to the granting of the Star Award.
6. Award of Star: Recommend Star Award only if all factors are still as favorable as at time of previous nomination. (This does not necessarily mean that the Star Award may not be recommended if current production has decreased in comparison with previous production, as shown on Form No. FDA-815. This will depend upon whether the decrease in production is due to causes beyond the control of the plant).
7. Keep Flag, No Star: This action should be recommended where conditions exist that affect production adversely in the plant. Such conditions might be: (1) production distinctly poor in quality or quantity; (2) lack of co-operation with the war program; (3) work stoppages, or (4) violations of rules and regulations of governmental agencies.

Ceremonies in Connection with Bestowal of the Star Award

1. The War and Navy Departments have advised the War Food Administration that they will be unable to furnish military personnel to participate in Star Award ceremonies.
2. If a plant feels that it will be beneficial to plant morale, or for any other reason desires to hold a brief ceremony in connection with the presentation of the Star Award, the War Food Administration will cooperate to the extent of supplying a speaker for the occasion. In such cases, the WFA speaker will be designated by the Regional Director, and the speaker will make both the Star Award flag and pin presentations. The War Food Administration will not, however, assist in any of the arrangements toward the Star Award ceremony.
3. Suggestions for use by the plant in the conduct and timing of Star Award ceremonies have been prepared and copies will be mailed by the Industry Operations Branch in Washington to plants at the same time the Director's letter goes forward advising them that they have been granted the Star Award. These suggestions are intended as a guide only, and may be varied to fit the requirements of the individual plant or the setting for the particular ceremony. The Regional Director should, however, instruct his representative who is assigned as speaker for any Star Award ceremony to see that flag presentations are made in a dignified manner befitting the cause for which the award is granted.
4. In cases where a plant decides to hold a ceremony in connection with the presentation of the Star Award, the Regional Director shall advise the Industry Operations Branch, Office of Distribution, WFA, Washington, D.C., of the date and hour scheduled for the ceremony, and when assigned, the name and title of the WFA speaker, as soon as such arrangements are made. The Regional Director shall also furnish that Branch with a brief report on the ceremony after it is held.
5. Where the plant is not desirous of holding a ceremony, the Regional Director should, whenever possible, have the Star Award flag presented to the plant in person by one of his representatives located within the vicinity of the plant, or by one of his representatives who may be traveling within that vicinity after the Star Award has been granted. This procedure is preferable to mailing the flag to the plant.
6. The responsibility for public relations concerning the "A" Award has been delegated to the Marketing Reports Division and that Division will perform the same functions in connection with the Star Award, except that these functions will be limited to the preparation of press releases, correspondence, and other material relating to public relations matters in connection with the Star Award.

C. Fletcher

Deputy Director

R. W. Benson

Chief, Industry Operations Branch

